

**CLASS TITLE: SUPERVISOR COMPUTER OPERATIONS**

**Class Code: 02702700**

**Pay Grade: 28A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, scheduling and supervision of the central computer operations unit; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with latitude for the exercise of independent judgement; work is reviewed in process and upon completion.

**SUPERVISION EXERCISED:** Plans and supervises the work of a technical and clerical staff engaged in the work of the computer operations unit.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, scheduling and supervision of the central computer operations unit.

To be responsible for the maximal computer utilization.

To ensure that the run books are complete and thoroughly understood by the operators.

To be responsible for keeping a time log for all runs and for charging the appropriate department or agency for the time used.

To make recommendations on equipment layout; security and fire protection for files; and back-up and recovery procedures for the files.

To maintain effective communication with other agencies and with the staff in the Division of Methods, Data Processing and Central Services.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of computer operating practices, procedures and techniques; a thorough knowledge of computer capabilities; a working knowledge of computer programming techniques; a knowledge of the operation of computer peripheral equipment; a knowledge of basic algebra and numbering systems; the ability to plan operating schedule changes and to prepare a variety of reports; the ability to supervise the work of subordinates; the ability to maintain effective working relations with others; the ability to communicate effectively both orally and in writing; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing and supplemented with courses in computer operations.

**Experience:** Such as may have been gained through: employment in a supervisory capacity in computer operations.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

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